

PERSONNEL COMMITTEE

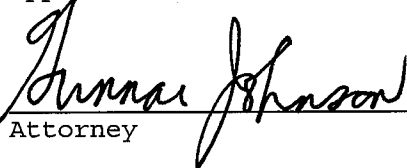
11-0533R

RESOLUTION CONFIRMING THE APPOINTMENT OF ZANDRA ZWIEBEL
TO THE PLANNING COMMISSION, REPLACING REBECCA COVINGTON.

CITY PROPOSAL:

RESOLVED, that the appointment by Mayor Ness of Zandra Zwiebel to the planning commission for a term expiring on March 31, 2014, replacing Rebecca Covington who resigned, is confirmed.

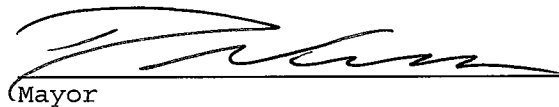
Approved as to form:



Attorney

ADM/CLK DN/MAO:jmr 10/6/2011

Approved:



Mayor

STATEMENT OF PURPOSE: This resolution confirms the appointment of Zandra Zwiebel to the planning commission, replacing Rebecca Covington who resigned.



APPLICATION FOR CITY OF DULUTH BOARDS AND COMMISSIONS
Mayor's Appointments Advisory Committee
411 West First Street, Room 330
Duluth, Minnesota 55802

DATA CLASSIFICATION ADVISORY: Please be advised that the information that you are requested to provide is classified as private data pursuant to Minnesota Statute 13.601, subd. 3, except for the following data which is classified as public data: (1) name; (2) city of residence except when the appointment has a residency requirement that requires the entire address to be public; (3) education and training; (4) employment history; (5) volunteer work; (6) awards and honors; (7) prior government service.

If you are appointed to a position on a board or commission, the following additional data will be classified as public data: (1) residential address; (2) either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee. Any electronic mail address or telephone number provided by the city for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

FOR OFFICE USE

DATE 3/7/11

APP# 704

CC DIST 1

DOA _____

BAC _____

NAME Zandra Ann Zwiebel

OCCUPATION: Independent Consultant PLACE OF EMPLOYMENT: Contract w/ AIA - No. MN.

ARE YOU PRESENTLY SERVING ON A CITY BOARD OR COMMISSION? YES _____ NO X

IF YES, WHICH ONE(S)? —

WHICH BOARDS OR COMMISSIONS WOULD YOU LIKE TO BE CONSIDERED FOR? (LIST UP TO 3 IN ORDER OF PREFERENCE.) ALSO LIST WHAT TYPES OF EXPERIENCE OR EDUCATION YOU HAVE HAD THAT WOULD HELP YOU BE AN EFFECTIVE MEMBER.

CHOICE 1: Planning Commission

EXPERIENCE OR EDUCATION RELATING TO CHOICE 1: Please see the attached resume and cover letter for details of experience and education.

CHOICE 2: _____

EXPERIENCE OR EDUCATION RELATING TO CHOICE 2: _____

CHOICE 3: _____

EXPERIENCE OR EDUCATION RELATING TO CHOICE 3: _____

February 28, 2011

Mayor Don Ness and Mayor's Appointments Advisory Committee
411 West 1st Street, Room 330
Duluth MN, 55802

RE: Application for Open Position with the City of Duluth Planning Commission Dear Governor Dayton,

Dear Mayor Ness and Advisory Committee Members:

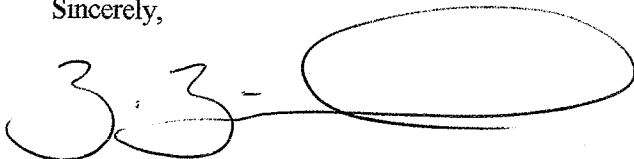
Please accept the enclosed application for appointment to the City of Duluth Planning Commission. As a resident of the City of Duluth for over 25 years, having first moved to the area in 1980, I feel a strong commitment to the history, economic and sustainable development of our City; and would be honored by the opportunity to serve on the Planning Commission.

As my resume reflects in detail, I have substantial work experience in the areas of community engagement, sustainable development, and community planning, educating and organizing programs. My career experiences in public awareness range from lobbyist at the Minnesota State Legislature, to Environmental Program Coordinator for the Western Lake Superior Sanitary District (WLSSD). With ten years as a Registered Hydrogeologist (PG) in both Minnesota and Wisconsin I have an understanding of technical issues and the science behind recommendations and long term impacts of development decisions. As Regional Manager for a national consulting firm, and independent consultant since 2006, I have been responsible for the creation and management of large scale projects and programs, and understand the importance of economic development.

Through my past 5 years of experience working as a consultant to the Northern Minnesota Branch of the American Institute of Architects, I believe I have gained significant skills and experience that would match the needs of this appointed position. As a private consultant I planned and implemented a three part speaker series on the Duluth Streams, tributaries of the Lake Superior watershed, followed by an extremely successful community charrette focusing on sustainable development of tax forfeit land along a community creek. Recently I graduated from the UMD Master's Program in Education with an emphasis on environmental education. As my thesis study, I completed a 15 year case study on the impacts of a Western Lake Superior Sanitary District mandate to reduce stormwater infiltration into the City's sanitary sewer system. I believe that experience has given me a direct understanding of the infrastructure needs being faced by our community, and how EPA compliance may affect future development in our area. Also, through my previous employment and volunteer work I have compiled and submitted numerous proposals and grant applications and have also been responsible for awarding numerous contracts and approving grant funding.

The responsibilities of my early years of professional employment involved work conducted nationally and increasingly farther away from my home. In 2002, I made a conscious commitment to remain in the Duluth area and pursue a career and volunteer opportunities that would allow me to be more involved with issues facing the local community in which I live. This opportunity to participate on the Duluth Planning Commission would be one such commitment for which I would be honored and I believe well qualified to serve.

Sincerely,

A handwritten signature in black ink, appearing to read 'Zandra A. Zwiebel', with a large, loopy flourish extending from the end.

Zandra A. Zwiebel

Zandra A. Zwiebel

OBJECTIVE:

Use my experience as an active, interested and participatory resident of the City of Duluth for over 25 years, with an interest in planning, development and sustainability issues, to secure a position on the City's Planning Commission.

EMPLOYMENT HISTORY:

August 2006 – Current – Independent Consultant, Duluth, MN

Consultant to Northern Minnesota chapter of American Institute of Architects (AIA): key creative and conceptualization figure for AIA150 celebration; planned a three part-speaker series on local stream management past, present and future; followed by a highly successful community charrette, planning sustainable development on the Amity Creek. Responsible for program facilitation, coordination and final report, received favor from local developers and the City Planning Department, in addition to National recognition by the AIA. Additional projects: facilitating AIA 60-Year Celebration event, preparing and data evaluation of a member survey, marketing. Consultant to MN Sea Grant: provided conference coordination, publicity, program setup, and database management for 2007 *Making a Great Lake Superior Conference*.

February 2003 – August 2003 and May 2006 – January 1, 2010 – Environmental Program Coordinator at Western Lake Superior Sanitary District (WLSSD), Duluth, MN

Responsible for coordinating community and inter office environmental and educational programs. Recent success includes researching, compiling a business plan, applying for grants and implementing a feasibility study for the long term recycling of plastic bags in Duluth and surrounding communities; implemented in Duluth in November 2009. Other programs included: writing and designing public education pieces; website development; and creating displays for tradeshow, fairs, and educational and marketing endeavors.

July 2003 – August 2006 – Research Assistant at Minnesota Sea Grant, U of M, Duluth, MN

Initial position as student graduate, retained as ongoing part-time employee with NOAA funded program. Concentrations included: Water on the Web (<http://waterontheweb.org>); composed educational web-based modules for secondary and college levels, conducted quality assessment on all modules, managed a database to evaluate site feedback, and coordinated logistics of teacher attended workshops. Composed and managed compilation of a national cooperative effort to finalize an invasive aquatic species plant guide.

November 2000 – April 2002 – Principal Geologist at Environmental Management Resources, Inc., (EMR) Duluth, MN

Served as Principal Geologist for EMR, a company with 80 plus staff nation wide. Responsibilities included marketing and client development, senior technical consulting, and quality control. Emphasis was on establishing new markets in the government contract arena including representing EMR at SBA and government marketing fairs, corresponding and meeting with government clients to sell projects and services, and management of large-scale government projects. Successes included Army National Guard commitment to a \$150K pollution prevention contract, and successful and profitable management of a \$350K contract to implement a pilot study on chlorinated compounds in groundwater at a US Navy facility.

June 1995 – April 2002, Regional Manager / Assistant Vice President at EMR, Inc., Duluth, MN

Established the EMR Duluth, Minnesota office in July 1992 as the sole employee, and grew the office to as many as eight permanent, full time staff (1999), profitable for all 10 years of tenure. Growth of Duluth office resulted in establishment of additional offices in Minneapolis (1999) and Chicago (2000). Responsibilities included marketing and client development, staffing, senior technical consulting, quality control, budget management, and office profit and loss accountability. Duties as Regional Manager included providing guidance and senior review for staff in Duluth and newly established offices; and

supervision of projects in a six-state area; development of extensive technical work plans, budgets and documents, along with providing quality control and senior review of national auditing and permitting programs. As Assistant Vice President, responsible for development of corporate policy and training manuals, generating regional budgets, and participating in quarterly and biannual planning meetings.

July 1992 – Nov 2000, Senior Hydrogeologist & Project Manager / Office Manager EMR, Inc., Duluth, MN
Senior Project Manager for over 500 project sites in the states of Minnesota, Wisconsin, Illinois, Iowa, and North and South Dakota; including 7 years management of a \$1.5 M project on a 35-acre Brownfield site in St. Paul, MN, impacted with various compounds of concern (COCs). Specific project work included Risk Based Assessment and innovative remedial technologies, including construction of an on-site biocell and assessment of natural attenuation for chlorinated compounds. Responsible for development of a Community Action Plan and multi-faceted project coordination with the community and project stakeholders, and presenting investigation updates at community meetings and conferences. Areas of specialization included contaminate assessment, risk evaluation, and remediation; development of extensive work plans, budgets, and technical documents, hazardous materials management; lead inspection, risk assessment, and abatement; and health and safety monitoring and implementation.

January 90 - January 92, Project Manager / Hydrogeologist at Twin Ports Testing, Inc., Superior, WI
Project supervision and development of Phase 1 and Phase 2 historic and environmental site assessments pertaining to project sites in Minnesota and Wisconsin. Job required extensive technical report and proposal writing, data evaluation and management, fieldwork, and client and agency communications. Also responsible for providing senior technical review and quality control of peer documents.

November 1987 - March 1988, Environmental Geologist at Dahl & Associates, Inc., St. Paul, MN
Responsible for fieldwork, research, report writing, and client and agency communications at environmental project sites. Developed company format used in compiling reports to meet newly published MPCA standards, and created a series of forms to assist staff in field data collection, and streamline client application submittals to the State of Minnesota reimbursement fund.

June 1987 - September 1987, Geologist at U.S. Geologic Survey, Reston, VA (Temporary / Full Time Position)
Scholarship position through the National Association of Geologic Teachers - U.S. Geologic Survey Cooperative Summer Field Training Program. Fulfilled responsibilities in the laboratory (data collection, data analysis, report documentation) and field (orienting, data assessment and documentation).

December 1986 - May 1987, Assistant Legislative Director at Minnesota Public Interest Research Group, Minneapolis, MN (Temporary / Full Time Position)
Lobbied members of the Minnesota legislature on environmental, social and student issues, including container deposit and PetroFund legislation. Researched and compiled documents distributed to legislators and the general public. Networked with special interest groups and attended coalition meetings, met with legislators, and prepared and presented testimony. Educated student interns in the legislative process and research techniques.

EDUCATION:

M.Ed. in Environmental Education, University of Minnesota-Duluth, December 2010

B.S. in Geology, University of Minnesota-Duluth, 1992

B.A. in both Earth Science and Communications / Biology Minor, University of Minnesota-Duluth, 1987

ADDITIONAL CREDENTIALS FOR APPOINTED POSITION:

Masters Thesis - a 15-year case study of the educational aspect of the Western Lake Superior Sanitary District (WLSSD) mandated stormwater and sanitary flow separation program

Trained Instructor (2009) Nonpoint Education for Municipal Officers (NEMO) Watershed Game

Current State Board Member, Voter Service Co-Chair: LWV – Minnesota (LWVMN)

Current Local Board Member and Treasure: League of Woman Voters - Duluth

Voting member of Chancellor appointed U of MN-Duluth, Storm Water Steering Committee 2004 – 2009

Ten years as Registered Professional Geologist (PG) – States of MN and WI

Seven years as Nationally Certified Hazardous Materials Manager (CHMM), Master Level

Member of MN Ground Water Association; Lake Superior Branch of Association of Woman in Science